



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

DOM/SJS  
DISTRIBUTION: A, B, C, J, S

CJCSI 5701.01  
29 March 2002

## POLICY FOR THE DEVELOPMENT OF CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS

### References:

- a. DOD Directive 5025.1, 15 August 1994, "DoD Directives System"
- b. Joint Publication 1-01, 5 July 2000, "Joint Doctrine Development System"
- c. Joint Staff Manual 5701.01 Series, "Format and Procedures for the Development of CJCS, Joint Staff, and J-Directorate Publications"
- d. CJCS Notice 0002 Series, "Consolidated Index of CJCS Instructions, Manuals, Guides, Handbooks, and Notices and Other CJCS Directives to the Commanders of Combatant Commands"
- e. Joint Staff Notice 0001 Series, "Index of Guides, Pamphlets, Instructions, Manuals, Notices, and Forms"

1. Purpose. In accordance with reference a, this instruction sets forth policy and responsibilities for the development and maintenance of CJCS, Joint Staff, and J-directorate instructions, manuals, notices, guides, handbooks, and pamphlets.

2. Cancellation. Joint Staff Instruction 5701.01A, 28 February 1995, is canceled.

3. Applicability. This instruction applies to the Services, the combatant commands, and the Joint Staff. It is being distributed to other agencies for information only.

### 4. Policy

a. CJCS policy, procedures, guidance, and informational materials approved by or for the Chairman of the Joint Chiefs of Staff (hereafter referred to as "the Chairman") that neither contain joint doctrine nor involve the employment of forces will be published in instructions, manuals, notices,

guides, handbooks, and pamphlets (hereafter referred to collectively as "publications"). Joint doctrine and joint tactics, techniques, and procedures approved by or for the Chairman will be published as joint publications (JPs) per reference b.

b. Instructions and notices will be used to publish internal and external CJCS and Joint Staff policy. Manuals and guides will be used to disseminate detailed informational and procedural material. Handbooks and pamphlets will be used to disseminate subject matter of a technical and instructional nature to a targeted audience.

c. CJCS and Joint Staff instructions, notices, manuals, and guides will be reviewed annually to determine if they require change, reissue, or cancellation; they will be reviewed for republication or cancellation every 5 years. The first annual review will be conducted on the second anniversary of the document's effective date. The republication review will be conducted every 5 years from the effective date, with the document being reissued or canceled as a result.

d. J-directorate instructions, notices, and manuals will be reviewed at the discretion of the directorate. Handbooks and pamphlets will be reviewed at the discretion of the office of primary responsibility.

5. Definitions. See Enclosure.

6. Responsibilities

a. The Information Management Division, Joint Secretariat, is responsible for managing Joint Staff publications, to include:

- (1) Establishing formats (reference c).
- (2) Assigning numbers for new publications.
- (3) Maintaining the master publications library.
- (4) Publishing annual consolidated indexes (references d and e).
- (5) Suspending the annual review.

b. The J-directorates are responsible for developing, coordinating, distributing, and reviewing Joint Staff publications on subjects under their cognizance. They are further responsible for managing their internal publications programs in accordance with this instruction.

c. Reference b establishes responsibilities for the management of JPs.

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7. Summary of Changes. This change updates JSI 5701.01 and replaces it with CJCSI 5701.01. It further:

a. Establishes guides, handbooks, and pamphlets as official Joint Staff publications.

b. Mandates a 5-year republication of all CJCS and Joint Staff instructions, manuals, notices, and guides.

c. Provides a quick reference matrix of Joint Staff publications.

d. Clarifies the distinction between Joint Staff publications, which are governed by this instruction, and JPs, governed by reference b.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page -- <http://www.dtic.mil/doctrine/jel/cjcsd.htm>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

9. Effective Date. This instruction is effective immediately.



JAMES A. HAWKINS  
Major General, USAF  
Vice Director, Joint Staff

Enclosure:

A--Matrix of CJCS, Joint Staff, and J-Directorate Publications

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DISTRIBUTION

Distributions A, B, C, and J plus the following:

Copies

Secretary of Defense ..... 1

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ENCLOSURE

MATRIX OF CJCS, JOINT STAFF, AND J-DIRECTORATE PUBLICATIONS

	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL
CJCS	CJCSI	CJCS policy that does not contain joint doctrine or concern the employment of forces in joint operations	Mandatory annual review; mandatory 5-year republishing	Joint Staff and/or external agencies	Depends on subject matter and current practice; usually signed under CJCS command line by the Director, Joint Staff; routine administrative matters are signed under CJCS command line by the Secretary, Joint Staff; significant policy matters are recommended for signature by the Chairman, Joint Chiefs of Staff
	CJCSM	Procedure; may supplement CJCSI or stand alone; usually contains specific models and examples	Mandatory annual review; mandatory 5-year republishing	Joint Staff and/or external agencies	
	CJCSN	CJCS policy, guidance, and information of a one-time or brief nature	Self-canceling after 1 year	Joint Staff and/or external agencies	
	CJCSG	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Mandatory annual review; mandatory 5-year republishing	Specific, targeted audience	Chairman, Joint Chiefs of Staff
	CJCSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	Indefinite; not subject to frequent change	Specific	Chairman, Joint Chiefs of Staff
	CJCSP	Information, emphasis, and instruction on a specific topic; usually flyer or poster format	Indefinite; not subject to annual review	Specific	Depends on topic, format, and current practice; may not be signed
JS	JSI	JS policy; may implement or supplement DOD directives or establish and prescribe JS forms	Mandatory annual review; mandatory 5-year republishing	Joint Staff; may be informational to other agencies	Policy is signed by Director, Joint Staff; administrative matters are signed by Secretary, Joint Staff
	JSM	Procedure; may supplement JSI or stand alone	Mandatory annual review; mandatory 5-year republishing	Joint Staff	Secretary, Joint Staff
	JSN	Policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year	Joint Staff	Same as for JSI
	JSG	Detailed information, emphasis, and guidance on a specific topic	Indefinite; not subject to frequent change or annual review	Specific, targeted audience	Depends on topic, format, and current practice; may not be signed
	JSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format			
	JSP	Emphasis and instruction on a specific topic; usually flyer or poster format			
J-#	J-#I	J-# policy	J-# discretion	Issuing directorate, excepting that J-3 will determine applicability of Safety Rules and Emergency Action Procedures	Appropriate directorate official in accordance with current practices
	J-#M	J-# procedure	J-# discretion		
	J-#N	J-# policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year		
I: Instruction    M: Manual    N: Notice    G: Guide    HB: Handbook    P: Pamphlet    JS: Joint Staff    J-#: J Directorate					

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